



Conference

Location:

Embassy Suites by Hilton St. Augustine Beach Oceanfront Resort 300 A1A Beach Blvd St. Augustine Beach, FL



Please be sure to register for the conference at: https://www.surveymonkey.com/r/SKF83GN (Hotel reservations are made separately. See information below.)

Questions regarding the conference? Contact Greg Cowan at greg.cowan@justiceadmin.org or (850) 488-2415.



Rate: \$149.00 per night, use Group Code: JAC.

Cutoff date for hotel reservations is April 13, 2020.

Reserve your room online at https://embassysuites.hilton.com/en/es/groups/personalized/U/USTBOES-JAC-20200503/index.jhtml or by calling 1-800-774-1500.

(Note: In addition to the per night rate of \$149.00, a daily resort fee of \$22 and applicable tax will be included. Parking is valet only, at a rate of \$10 per day. Self-parking is not available.)

The Justice Administrative Commission Announces

“Connect and Collaborate III” JAC Training Conference

Collaborate, connect, learn, and interact with JAC staff and your colleagues from across the state. JAC will present training on a wide variety of topics related to: human resources, budget, accounting, financial services, public records and more!

The conference dates are: Monday, May 4, 2020 - Thursday, May 7, 2020*

*The conference will end at 12:00 pm on Thursday, May 7.

Anticipated Topics:

Topics are subject to change

- Statewide Travel Management System (STMS)
PCard Works (new PCard approval system)
Florida PALM Update (FLAIR replacement system)
Memberships – State Rules and Requirements for Paying Membership Dues
Avoiding Fund Negatives for Payrolls
Internal Controls and Separation of Duties – Best Practices
Fund Balances – Finding Balances in FLAIR
Retirement Overview and Information
Hiring of New Employees/Insurance Benefits/PARS, etc.
Public Records and Records Management
Budget Overview – Budget Amendments, LBR, & More
JAC Accounting – Hot Topics
Financial Services – FACTS and DFS Contract Requirements
And Much More...

New materials, updates, and sessions are planned. Staff who attended the 2016 and 2017 conferences will not be disappointed!

Please let us know topics you are interested in seeing included at the conference by completing the survey at https://www.surveymonkey.com/r/R37NCYH